

# U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 11-131

<b>OPEN TO:</b>	In House Candidates Only	<b>OPENING DATE:</b>	August 18, 2011
<b>POSITION:</b>	<b>Custodian Foreman</b>	<b>CLOSING DATE:</b>	August 31, 2011
<b>GRADE:</b>	FSN-2; FP-CC *		
<b>POSITION NO:</b>	I-52218		
<b>WORK HOURS:</b>	Full-time; 40 hours/week		
<b>SALARY:</b>	*Not-Ordinarily Resident: US\$20,017 p.a. (Starting salary) (Position Grade: FP-CC to be confirmed by Washington) *Ordinarily Resident: Rs.312, 380 p.a. (Starting salary)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking individual for the position of Custodian Foreman in the Facility Management Office.

### **BASIC FUNCTION OF POSITION:**

The incumbent supervises 29 janitors/cleaners in the cleaning of the Embassy and associated buildings and residences. Receives instructions by work orders and cleaning schedule from his supervisor. Assigns crews to specific tasks and checks the work in progress, ensures that cleaning equipment and cleaning supplies are available for use by the janitorial work force. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of eight years of education is required.
- 2. EXPERIENCE:** One year experience as custodian in a supervisory position is required.
- 3. LANGUAGE:** Level I (Rudimentary Knowledge) Speaking/Reading/Writing English & Level II (limited knowledge) Speaking/Reading/Writing Urdu is required.
- 4. KNOWLEDGE:** Must understand all janitorial techniques for cleaning to high standards of cleanliness.
- 5. ABILITIES & SKILLS:** Must have an ability to supervise crews operating vacuum cleaners, carpet shampooers and be very knowledgeable in the use of cleaning equipment and chemicals.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop.

Applications can also be submitted by email at [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov). While submitting through email, the Vacancy Announcement Number (11-43) must be mentioned in the subject line.

**SUBMIT COMPLETED DS-174 TO:**

**Human Resources Office, U.S. Embassy Islamabad  
P.O. Box 1048, GPO, Islamabad.**

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: August 31, 2011**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.